PPM Returned for Change during Pay Pool Deliberations

1. Begin at the **Performance Appraisal Application Main Page**.
2. Open the employee's in progress Performance Plan/Appraisal by selecting '**Update**' from the 'Action' drop down and select the '**Go**' button.
3. Make necessary changes/corrections to PAA
4. To resubmit PAA to PPM, navigate to Annual Appraisal > Approvals and Acknowledgments, Step 3: Pay Pool - Review and select the '**Resubmit to PPM**' button.
5. The following Warning message will be received:

⚠ **Warning**

Are you sure you want to re-submit the performance appraisal for Pay Pool Manager approval? No or Yes.

(No) (Yes)

6. Select the '**Yes**' button – To resubmit the PAA for Pay Pool Manager approval and user will be returned to the PAA Main Page.

    Note: Selecting the 'No' button to the Warning message will not save the entries made and user will be returned to the Annual Appraisal > Approvals and Acknowledgments area.
7. Current PAA Status will change to 'Pending PPM Approval.'

PPM Returned for Change after January 1 process and there are Mismatches

1. Begin at the **Performance Appraisal Application Main Page**.
2. Open the employee's in progress Performance Plan/Appraisal by selecting '**Update**' from the 'Action' drop down and select the '**G**o' button.
    - Make necessary changes/corrections to PAA
    - To validate changes, navigate to Annual Appraisal > Approvals and Acknowledgments, Step 3: Pay Pool - Review and select the '**Validate**' button.
3. The following Confirmation message will be received:

📄 **Confirmation**

This appraisal will be removed from the Plans/Appraisals in Progress on the Performance Appraisal Application (PAA) Main Page. The completed DD Form 2906 will be available under the 'Completed Plans/Appraisals' area found on the PAA Main Page. Do you want to print a copy of the final DD Form 2906?

Click here to return to the PAA Main Page.   (No) (Yes)

4. Select the '**Yes**' button – PAA will be removed from the Main Page and a box will appear prompting you to save or print the final DD Form 2906.

    Note: Selecting the 'No' button to the Confirmation message will not save the entries made and user will be returned to the Annual Appraisal > Approvals and Acknowledgments area.

5. Select the Click here to return to the PAA Main Page. link to return to the PAA Main Page or Logout link (located at the top right hand corder of page) to exit the application.

6. Current PAA Status will change to 'Approved by PPM'.

   Note: The status will change only if the validation between the PAA and CWB is successful.

Approved by PPM – Document Communication to Employee and Complete

1. Begin at the **Performance Appraisal Application Main Page**.

2. Open the employee's in progress Performance Plan/Appraisal by selecting '**Update**' from the 'Action' drop down and select the '**Go**' button.

3. To communicate appraisal to employee, navigate to Annual Appraisal > Approvals and Acknowledgments, Step 4: Rating Official – Document Communication to Employee and select '**Start**' button and complete the following:

   o   Rating Official Name (if different than default)

   o   Communication Date

   o   Communication Method - **If 'Other' is selected, complete the 'Other Method' text field**

   o   Other Method

4. Select **Save and Complete** button

5. The following Confirmation message will be received:

   📝 Confirmation

   This appraisal will be removed from the Plans/Appraisals in Progress on the Performance Appraisal Application (PAA) Main Page. The completed DD Form 2906 will be available under the 'Completed Plans/Appraisals' area found on the PAA Main Page. Do you want to print a copy of the final DD Form 2906?

   Click here to return to the PAA Main Page.   No   Yes

6. Select the '**Yes**' button –To save or print the final DD Form 2906. The PAA will then be removed from the PAA Main Page and the completed DD Form 2906 will be available under the 'Completed Plans/Appraisals' area found on the PAA Main Page

7. Select the '**No**' button – PAA will be removed from the PAA Main Page and the completed DD Form 2906 will be available under the 'Completed Plans/Appraisals' area found on the PAA Main Page.

8. If user selects the Click here to return to the PAA Main Page. link, PAA will be removed from the PAA Main Page and user will be returned to the PAA Main Page. Also, if user selects Logout link (located at the top right hand corder of page) to exit the application.

Approved by PPM (CAO/Transfer or Joint Basing Records) after January 1 process and there were no Mismatches

Since separation was prior to the appraisal effective date, the losing region is responsible for deliberating rating and shares and finalizing the appraisal. The gaining region is responsible for determining the payout and documenting communication to employee.

Losing Rating Official

1. Begin at the Performance Appraisal Application Main Page**.**

2. Identify the ex-employee appraisal that needs to be transferred to the gaining region and select '**Transfer to Gaining Region**' from the 'Action' drop down and select '**Go**' button.

3. The following Warning message will be received:

⚠ **Warning**

This individual is an ex-employee, do you wish to close this appraisal record at this time. By closing this record you will no longer have update capability for this record; however, you will continue to have access to all DD Forms 2906 in the Completed Plans/Appraisals region for this employee.

Do you wish to continue with closing the PAA?

(No) (Yes)

4. Select the '**Yes**' button –To close the appraisal and transfer the appraisal to the gaining region.

   Note: Selecting the 'No' button to the Warning message will not close or transfer the appraisal and user will be returned to the PAA Main Page.

5. A DD Form 2906 history snapshot with the event titled 'NSPS Transferred Record' will be created on the losing region and available under the 'Completed Plans/Appraisals' area found on the PAA Main Page for the rating official and higher level reviewer only. Since this is not an official document, 'Working Copy' will be indicated at the top of the form.

Gaining Rating Official

A new PAA status '**Approved by PPM – Transfer**' has been created for Performance Plan/Appraisals that meets the following condition: Employee who has CAO'd/transferred between regional databases after September 30 and PAA has been approved by the losing Pay Pool Manager.

1. Begin at the **Performance Appraisal Application Main Page**.

2. Open the employee's in progress Performance Plan/Appraisal by selecting '**Update**' from the 'Action' drop down and select the '**Go**' button.

3. To communicate appraisal to employee, navigate to Annual Appraisal > Approvals and Acknowledgments, Step 4: Rating Official – Document Communication to Employee and select 'Start' button and complete the following:

- Average Score and Rating of Record (Read Only)
- Shares and Payout Distribution: The populated data was approved by the losing Pay Pool Manager; however, the gaining rating official can make necessary adjustments based on gaining Pay Pool Manager decision.
- Rating Official Name (if different than default)
- Communication Date
- Communication Method - **If 'Other' is selected, complete the 'Other Method' text field**
- Other Method

4. Select **Save and Complete** button

5. The following confirmation message will be received:

📋 Confirmation

This appraisal will be removed from the Plans/Appraisals in Progress on the Performance Appraisal Application (PAA) Main Page. The completed DD Form 2906 will be available under the 'Completed Plans/Appraisals' area found on the PAA Main Page. Do you want to print a copy of the final DD Form 2906?

Click here to return to the PAA Main Page.   No   Yes

6. Select the '**Yes**' button – PAA will be removed from the PAA Main Page and a box will appear prompting you to save or print the final DD Form 2906.
   Note: Selecting the 'No' button to the confirmation message will not save the entries made and user will be returned to the Annual Appraisal > Approvals and Acknowledgments area.

7. If user selects the Click here to return to the PAA Main Page. link, PAA will be removed from the PAA Main Page and user will be returned to the PAA Main Page. Also, if user selects Logout link (located at the top right hand corner of page), PAA will be removed from the PAA Main Page and user will exit the application. The completed DD Form 2906 will be available under the 'Completed Plans/Appraisal' area found on the PAA Main Page.

Approved by PPM - Mismatches between Employee's Current Pay Pool ID and CWB Pay Pool ID

A new PAA status '**Approved by PPM – Transfer**' has been created for Performance Plan/Appraisals that meets the following condition: When Finalize Appraisal process is executed and there were mismatch between the Employee's current Pay Pool ID and the Pay Pool ID in the CWB staging table when employee remains on the same database.

1. Begin at the **Performance Appraisal Application Main Page**.

2. Open the employee's in progress Performance Plan/Appraisal by selecting '**Update**' from the 'Action' drop down and select the '**Go**' button.

3. To communicate appraisal to employee, navigate to Annual Appraisal > Approvals and Acknowledgments, Step 4: Rating Official – Document Communication to Employee and select 'Start' button and complete the following:

   o Average Score and Rating of Record (Read Only)

   o Shares and Payout Distribution: The populated data was approved by the losing Pay Pool Manager; however, the gaining rating official can make necessary adjustments based on gaining Pay Pool Manager decision.

   o Rating Official Name (if different than default)

   o Communication Date

   o Communication Method - **If 'Other' is selected, complete the 'Other Method' text field**

   o Other Method

4. Select **Save and Complete** button

5. The following Confirmation message will be received:

   Confirmation

   This appraisal will be removed from the Plans/Appraisals in Progress on the Performance Appraisal Application (PAA) Main Page. The completed DD Form 2906 will be available under the 'Completed Plans/Appraisals' area found on the PAA Main Page. Do you want to print a copy of the final DD Form 2906?

   Click here to return to the PAA Main Page.   (No) (Yes)

6. Select the '**Yes**' button – PAA will be removed from the PAA Main Page and a box will appear prompting you to save or print the final DD Form 2906.
   Note: Selecting the 'No' button to the confirmation message will not save the entries made and user will be returned to the Annual Appraisal > Approvals and Acknowledgments area.

7. If user selects the Click here to return to the PAA Main Page. link, PAA will be removed from the PAA Main Page and user will be returned to the PAA Main Page. Also, if user selects Logout link (located at the top right hand corner of page), PAA will be removed from the PAA Main Page and user will exit the application. The completed DD Form 2906 will be available under the 'Completed Plans/Appraisal' area found on the PAA Main Page.